

COPY

NOV 17 1955

MEMORANDUM FOR: Chiefs of Admin, All Area Divisions and
Senior Staffs of DD/P

SUBJECT: Procedure for Submission of Claims for
Reimbursement or Write Offs to be Considered
by Appropriate Authority

1. It is requested that these cases submitted for consideration be prepared in staff study form in accordance with the attached sample format.
2. It is requested that the individual originating the staff study process the case through the following administrative channels:
 - a. Approval by the Chief of the Staff or Division in which the staff study originates.
 - b. Coordination with the Office of General Counsel, Room 1707 "J" Building.
 - c. Coordination with the Finance Division, Office of the Comptroller, to secure verification of financial data involved, Room 2000 "I" Building.
 - d. Coordination with other appropriate offices, such as Security, Cover, Personnel, Logistics, etc., to secure concurrence or comment regarding the facts and conditions presented in the staff study.
3. The study will then be submitted to SSA-DD/S for over-all review of the case as presented, and decision or recommendation for action.

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(SIG )

Special Support Assistant
to the
Deputy Director (Support)

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